

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 December 1981

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ORGANIZATION

5 May 1981

## ESTABLISHMENT OF THE BUILDING PLANNING STAFF

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1. This notice announces the establishment of the Building Planning Staff (BPS), Office of Logistics, to provide the conceptual design and planning for a program to consolidate Agency Metropolitan Washington area facilities.

2. The BPS is established under the direction of the Director of Logistics. The staff is responsible for collecting the facilities requirements of Agency components, developing a coordinated plan for consolidation of those facilities, conducting conceptual facility design studies leading to construction specifications, and initiating budgetary and programmatic actions necessary to achieve consolidation.

3. The BPS is currently comprised of the following individuals:

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The BPS is located in Room 4E50 Headquarters Building and can be reached on the following extensions:

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4. The BPS will provide a chairperson for the Agency Building Planning Committee consisting of representatives from the Office of the DCI and each of the directorates. The representatives will be responsible for identifying facilities requirements to the BPS and will serve as coordinating officers of the operating elements with the BPS.

Max Hugel  
Deputy Director  
for  
Administration

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